



USAID/GUINEA IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

HUMAN RESOURCES ASSISTANT

Position is open to all Guinean nationals and those eligible for permanent residence and authorization to work in Guinea

JOB ANNOUNCEMENT NUMBER: SOL-675-16-000011

BASIC FUNCTIONS OF THE POSITION:

The Human Resources Assistant to the USAID/Guinea and Sierra Leone Mission serves as an assistant to the Human Resources Specialist and the Executive Officer on matters relating to the Personnel management of Foreign Services National Employees (FSNs). Activities and programs include management of the FSN Personal Services Contracts (PSCs), including classification of new and revised FSN positions, recruitment and appointment of local staff, maintenance of position control records, staffing patterns and personnel files, issuance of personnel actions, annual step increase, promotion, local health insurance program coordination, and wage administration of local employees.

NB:

Education: Completion of secondary school, college education in Management or Administration related field is required.

Work experience: Three years of progressively responsible experience in human resources or administrative management. At least two years of the experience should be with a US Government Agency or a large International organization. Must have extensive practice in personnel contract administration in USG or large International Organization.

Language Proficiency: Level 4 (fluent) ability is required in written and spoken English and French.

DEADLINE TO RECEIVE APPLICATIONS: SEPTEMBER 30, 2016. 16:30 Local Time

HOW TO APPLY: Interested applicants with existing work and/or Residency Permits MUST submit a complete application package which includes:

- ☐ A cover letter
- ☐ An AID 302-3 form or DS-174
- ☐ A detailed resume and
- ☐ 3 to 5 References.

To ensure consideration of applicants for the intended position, **please reference the solicitation number on your application**, and **as the subject line in any cover letter**, as well as using the address/delivery point specified in this solicitation

All the above mentioned documents are **REQUIRED**, must be **SIGNED**, prepared in **ENGLISH** and **should be addressed** as follows:

Attention

Human Resources Office
USAID/Guinea

By Email address: Conakrypjobs@usaid.gov

○ Copy of the complete position description listing all duties and responsibilities can be found at USAID website <http://guinea.usaid.gov>

○ Form AID 302-3 can be found at: <http://www.usaid.gov/sites/forms> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary?formType=ALL>

○ Form DS-174 can be found at: http://conakry.usembassy.gov/job_opportunities.html

Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID/Guinea

Interested candidates can pick up the complete solicitation at the Embassy reception